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21 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
18 August 1972

1. Upward Mobility: The Upward Mobility Group completed its training at the Civil Service Commission on 11 August and reported for duty on 14 August with the Temporary Assignment Section. Our retention rate and performance record so far with this group has been excellent--ten entered on duty and ten are still on duty. At the time these employees entered on duty they were advised that upon satisfactory completion of their training at the Civil Service Commission we would consider their promotion from GS-02 to GS-03. On the basis of training evaluations, we have promoted all ten of the employees from GS-02 to GS-03. These are non-career service promotions and are not counted against normal career service quotas.

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2. Assistance Program: [REDACTED] clerical recruiter, participated this week in the "School to Industry Program." This program, sponsored by the Washington Urban League, funded by OEO,

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Insert date or event)	

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and in cooperation with the U. S. Civil Service Commission, is designed to assist non-college bound high school graduates from Washington, D. C. to find immediate and permanent employment. This particular program was for the purpose of planning an effective program for 1973 graduates.

██████████ reported the proposed identification of a counselor at each D. C. high school to coordinate the "School to Industry Program" should be of assistance to us in our efforts to recruit for our Upward Mobility Program in the Spring of 1973.

3. Position Classification:

a. Discussions were held with Office of Communications administrative officials concerning the identification of 16 positions for conversion from staff to contract in Headquarters ██████████

b. The majority of positions in the Credit Union have been audited and comparisons are being made with positions in the First National Bank of Washington as well as with other Federal credit unions in order to determine appropriate rates of pay.

c. The survey of ██████████ Headquarters positions is approximately 75% completed. We anticipate that the remainder of the Headquarters positions will be audited by 22 August.

Arrangements have been made to visit the ██████████ ██████████ during the latter part of this week. In addition, we plan on starting

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